

SIF 2015 Individual Reviewer Worksheet Approval Process

- **Step 1:** Reviewer downloads the IRW blank document from the 2015 Reviewer Website.
- **Step 2:** Reviewer reviews an application and completes a draft IRW; Reviewer saves the IRW using the naming protocol.
(PIRW.legalapplicantname.1234.Jones) or
(EIRW.legalapplicantname.1234.Smith)
- **Step 3:** Reviewer sends the draft IRW to the PC for his/her review and feedback.
- **Step 4:** Reviewer incorporates any feedback from PC.
- **Step 5:** Reviewer Discusses Application with panel members and makes changes to IRW.
- **Step 6:** Reviewer sends updated IRW to PC, who sends panel's IRWs to the POL for selection criteria review.
- **Step 7:** POL provides feedback on the IRW, returns the IRW to the PC.
- **Step 8:** PC sends panel's IRWs to the Editor for IRW comments review.
- **Step 9:** Editor provides feedback on the IRW, returns the IRW to the PC.
- **Step 10:** PC sends IRW to Reviewer to incorporate POL and Editor feedback.
- **Step 11:** Reviewer sends final version to the PC.

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Flow of the review process:

First half of the review

Reviewer ➡ Panel Coordinator ➡ Reviewer ➡ Panel Discussion ➡ Panel Coordinator ➡ POL

Second half of the review

POL ➡ Panel Coordinator ➡ Editor ➡ Panel Coordinator ➡ Reviewer ➡ Panel Coordinator/approves

The PC is the go between role with the POL and the Editor and the Reviewers, but the POL and Editor will only review and provide feedback once on every IRW. There will not be an option for a second review; any follow up will be done between the PC and Reviewer.

POL IRW Review

POLs will review all IRWs for the following:

- Adherence and interpretation of the selection criteria and review requirements
- All comments are grounded in the Selection Criteria for each section
- Comments outside of the selection criteria are not included in the rating comments
- Comments support the ratings

Editor IRW Review

Editors will review all the IRW forms to ensure they meet the following:

- Comments are grouped correctly under Strengths and Weaknesses
- If there are no comments in a section, the reviewer must indicate “No Strengths Noted” or “No Weaknesses Noted”
- Comments are clear and appropriate in tone
- Use of complete sentences
- Comments do not contradict themselves
- There are no references to other applications
- There are no references to other Reviewers
- No inflammatory language
- No use of inappropriate language
- Correct punctuation and grammar
- No use of (+) or (-) to identify strengths and weaknesses
- No reference to “I”, “your”, “we” “us” or “the panel”. Rather, standardize reference to:
 - “the applicant” “the program” the application” or “Applicant”